

City of Chicopee

Office of Community Development

38 Center Street Chicopee, MA

Telephone (413) 594-1490

COMMUNITY DEVELOPMENT BLOCK GRANT REQUEST FOR ASSISTANCE SUMMARY (PROGRAM YEAR JULY 1, 2009 - JUNE 30, 2010)

AGENCY: _____

ADDRESS: _____

CONTACT PERSON: _____

TITLE OF PERSON: _____

PHONE: _____ EMAIL ADDRESS: _____

PROJECT TITLE: _____

FEDERAL ELIGIBILITY: _____ (select from Appendix B)

As _____, I am authorized to submit this application for federal
(Title)

CDBG funding. I represent the information contained within this application to be complete, true and accurate.

SIGNATURE: _____ DATE: _____

PRINTED NAME _____

Please complete this application, regarding your Agency's proposed activity, and return **1 original and 2 copies** to the Mayor's Office City Hall by: **Thursday, March 12, 2009 at noon**.

Technical Assistance workshops will be held at the Office of Community Development, 38 Center St, 2nd floor, on Monday, Feb 9th at 10:00 am and Thursday, Feb 26 at 6:00 pm.

**COMMUNITY DEVELOPMENT BLOCK GRANT
REQUEST FOR ASSISTANCE SUMMARY**

Please provide the following information:

1) Description of Proposed Activity:

- a. Describe target population or project area. **Who are the intended beneficiaries?**
- b. Please include any restrictions or limitations to program participation. ***Is participation restricted to a certain group?***
- c. Outreach methods to be used, if program provides direct services. ***How will potential beneficiaries be made aware of AND access services?***

2) Description of Organization

- a. the organization's mission statement
- b. description of organizational experience with similar programs
- c. Description of the proposed program's daily operating structure. ***How is the program/project staffed? Will outside vendors undertake any portion? Who will oversee daily performance? Who will complete reports?***
- d. documentation of the organization's financial capacity as verified by a copy of:
 - I. Single Audit (required if expended more than \$500,000 in federal funds from any and all funding sources during most recent audit period.) including management letter and response.

Note: If the organization does not have an independent audit prepared, please provide a copy of the organization's most recent Internal Revenue Service Form 990 or Form 990-EZ, if required under Internal Revenue Service Section 6033.

3) Description of Proposed Outcomes

- a. Describe the benefits achieved by program. ***How does a participant benefit? How are their lives improved?***
- b. How will outcomes be measured? ***How do you know that participants do indeed benefit? What documentation will be maintained?***

4) Proposed Beneficiaries:

- a. Provide information on the number of clients to be served with CDBG Funding. If project is area-wide, please provide census tract location of project
- b. Provide the percentage of beneficiaries that will be low or moderate income.
- c. Provide details on how the organization will ensure through a standardized intake process that the program is serving a clientele that is predominantly low or moderate income. (Note: the City requires the use of an income verification form that may be used as part of this process to ensure that at

least 51% of program clientele is low or moderate income.) ***What documents will be used to collect income data of participants?***

- d. Methods to be used to obtain participant feedback. ***How and in what format does the program solicit input from participants?***
- e. Federal priorities: How does your program collaborate with others to improve the lives of homeless persons? How does your program collaborate to improve the living conditions of persons in public housing?

5) Financial Feasibility

- a. Amount of Request: Please provide a budget breakdown of cost for the **PROJECT (NOT AGENCY) .** Identify if other sources of funds are being sought or are already approved for your activity.
- b. Amount requested from other sources:

_____ SOURCE	_____ AMOUNT
_____ SOURCE	_____ AMOUNT
_____ SOURCE	_____ AMOUNT

- c. Identify any volunteer support for activity:
- d. Provide a budget narrative that supports the line item detail within the Budget Request.

NOTE: No funding obligations shall be implied based on the information in this solicitation of CDBG proposals. The City of Chicopee reserves the right to accept any proposal or reject any and all proposals on such a basis as may be deemed to be in its best interest. In addition, OCD reserves the right to:

- Determine which program category will be used to fund specific proposals
- Determine the source of funding
- Negotiate and award agreements to multiple applicants
- Negotiate scope and budget with subrecipient to ensure compliance with CDBG regulations and applicable OMB circulars.
- Offer less than requested in the funding proposal
- Cancel, in whole or in part, this Request for Proposals (RFP), if it is in the best interest of the City of Chicopee.

BUDGET

AGENCY NAME: _____

PROGRAM: _____

<u>Budget Line Item</u>	<u>Total Budgeted Amount</u>	<u>Requested CDBG Funds</u>	<u>MATCH (Balance Paid By)</u>
<i>Example: Personnel</i>	<i>\$20,000</i>	<i>\$5,000</i>	<i>DMH contract \$15,000</i>
TOTALS			

1. Personnel:

- Please complete the following table for all positions for which CDBG funds will be used:

Position Title	Is this a current or proposed position?	Annual Salary	Annual Fringe Benefits	Total Annual Salary	X	% Time Spent on this CDBG Project/ Program	=	Total Position Cost Requested from CDBG
					X		=	
					X		=	
					X		=	
					X		=	

- Provide job descriptions and resumes (if the position is currently filled) for each position listed.
- Provide an overview of the process the organization goes through to screen potential hires for open positions.
- For fringe benefits, if using percentage of gross for calculation, provide justification of percentage used.

As part of this section, please indicate whether or not outside vendors or consultants will be identified by your organization to conduct program activities.

2. Contracts and leases:

- Provide a copy of each contract or lease listed in the budget.

If CDBG is a percentage of total cost for each line item, provide a formal allocation plan. Source and amount of matching funds must be provided. Please double check your calculations for accuracy; all costs must tie out exactly: do not round up or down.

APPENDIX A: REGULATORY AND OTHER AGREEMENT REQUIREMENTS

CDBG Regulations:

By entering into a contract for programs proposed pursuant to this RFP, a SUBRECIPIENT agrees to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570, the Housing and Urban Development regulations concerning Community Development Block Grants (CDBG).

Title 24 of the Code of Federal Regulations (CFR), parts 50 and 570, in particular, as well as applicable administrative and accounting standards as set forth in Office of Management and Budget Circulars, including A-87, A-102, A-110, and A-122 contain the regulations that guide the CDBG program.

The CDBG regulations may be found at:

http://www.access.gpo.gov/nara/cfr/waisidx_04/24cfr570_04.html

Pursuant to these regulations, programs must demonstrate that they meet the eligibility criteria (see 24 CFR 570.201, 570.202, 570.203, 570.204, 570.206 and 570.206 for eligible activities and see 24 CFR 570.207 for ineligible activities) and national objectives of the CDBG program (see 24 CFR 570.208)

OMB Circulars:

The section of the CDBG regulations that lists the OMB Circulars and other documents that guide CDBG compliance (24 CFR 570.502 Applicability of uniform administrative requirements) may be found online at:

http://a257.g.akamaitech.net/7/257/2422/12feb20041500/edocket.access.gpo.gov/cfr_2004/aprqr/pdf/24cfr570.503.pdf

The Circulars listed in this section of the CDBG regulations may be accessed via the following link to the OMB website:

<http://www.whitehouse.gov/omb/circulars/>

In addition to complying with the above rules and regulations, submitting forms and attachments required as part of the RFP, and complying with the requirements laid out in the text of the RFP, organizations entering into contracts for programs selected pursuant to this RFP will also be required to submit the following items:

- By-Laws
- Articles of Organization
- Minutes of Board of Directors meeting authorizing application for funds
- Federal Tax Exemption Determination Letter
- Certificates or policies of worker's compensation, general liability, automobile liability (including non-ownership and hired vehicles) and property damage insurance satisfactory to the City, in compliance with the law and in form and amount sufficient to protect the City.

Unless the City determines otherwise, each certificate or policy shall carry the provision that the insurance shall not be canceled or reduced without the prior notice to the Office of Community Development of the City of Chicopee. All the insurance required by this paragraph shall be and shall remain in full force and effect for the entire year, and **THE CITY SHALL BE NAMED AS AN ADDITIONAL INSURED UNDER SUCH INSURANCE**, which shall contain a stipulation that the insurance provided shall not terminate, lapse or otherwise expire, prior to thirty (30) days written notice to that effect, given by the insurance carrier to the City, and that the insurance carrier will not invoke the defense of performance of governmental function of the provider in performing their work with the City.

The minimum limits of liability coverage shall be as follows unless determined otherwise by the City at its sole discretion:

1. Comprehensive General liability, including Premises and Operations, Elevator Liability; Provider's Protective Liability, Products Liability including completed Operations Coverage; and Contractual Liability for the contract:
Limits: \$1,000,000/\$2,000,000
2. Comprehensive Automobile Liability, including all owned Automobiles; Non-Owned Automobiles; Hired Car Coverage (where applicable):
Limits: \$500,000/\$1,000,000 (per occurrence/annual aggregate)
3. Workers Compensation, including Employer's Liability:
Limits: Statutory
Employer's Liability: \$100,000

Before an agreement is executed pursuant to proposals submitted through this RFP, all program sponsors will also be required to demonstrate:

- An understanding and adherence to all applicable federal (see Appendix B for more information about CDBG and OMB guidelines), all state and local guidelines, statutes and regulations, and that the organization is in good standing with HUD, the state, and the City no unaddressed HUD findings or audit findings), and has no outstanding violations, taxes or penalties. (A completed and notarized tax payment certification form, conflict of interest form and a debarment certificate are required attachments to RFP responses.)
- Provision of equal access to directly funded services for all eligible individuals regardless of race, color, religion, sex, age, national origin, familial status, sexual orientation, or handicap.
- Establishment and maintenance of program records in conformity with HUD and Office of Community Development requirements. All records must be available for regular monitoring by OCD or HUD and ensure the maintenance of client confidentiality through appropriate standards and practices.

APPENDIX B: ELIGIBILITY

CDBG Funds must meet an eligibility threshold. Options within this RFP are:

1. Acquisition of Real Property
2. Disposition
3. Public Facility Improvements
4. Clearance/Demolition
5. Public Services
6. Housing Rehabilitation
7. Microenterprise Assistance
8. Higher Education Carrying Out Eligible Activities
9. Special Economic Development Activities
10. Renovation of Closed Buildings